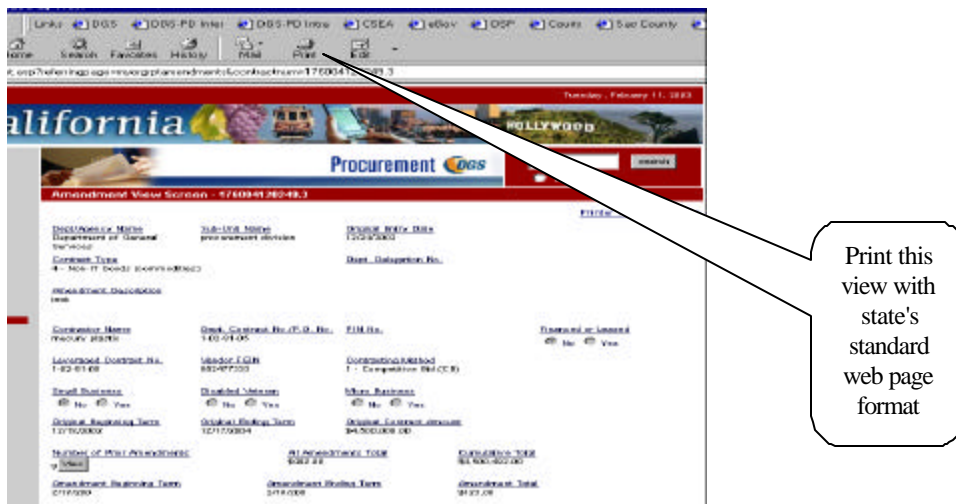


Section 5a Query/Reports (continued) SCPRS July 1 2003

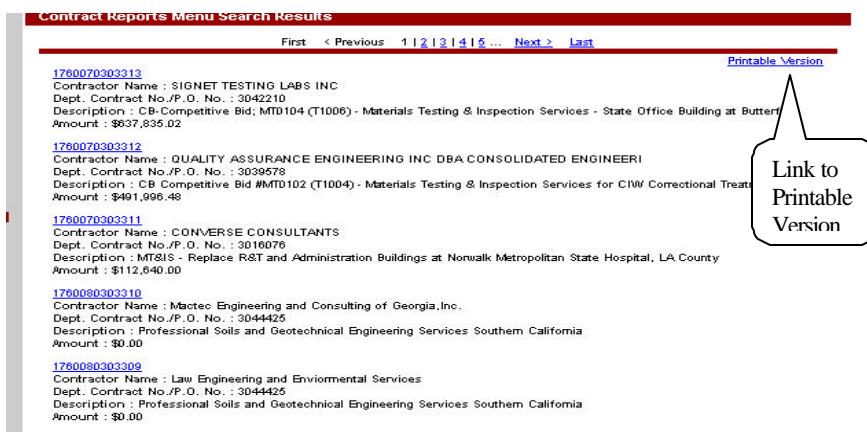
Printing

Any screen with the colors and borders can be printed as seen by using the Browser gray **Print** button as shown below. The File Menu on the top bar of the Browser window also contains a print selection.

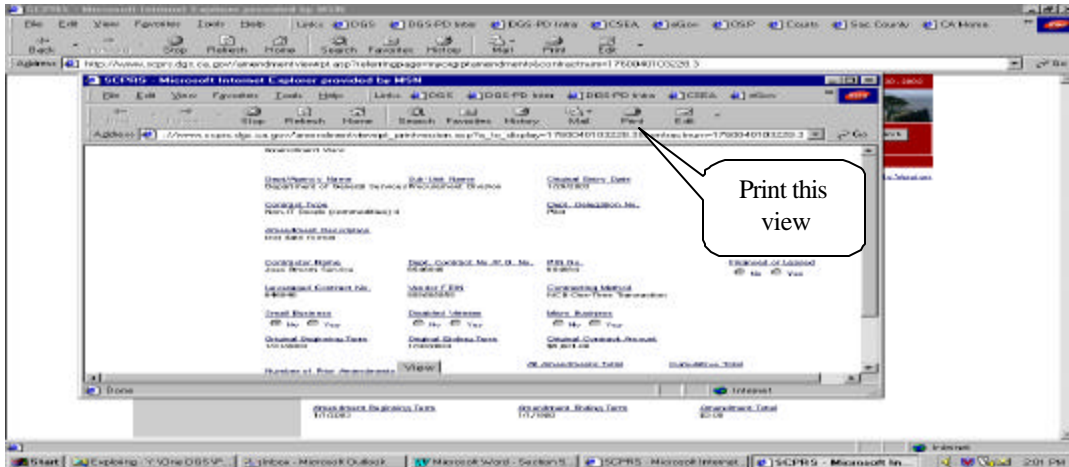


Printable Version

Many screens include a link to permit printing of data only and without the colors and additional text that is part of the state's web page standard.



If you click on the blue link for [Printable Version](#) as show above, a new window opens (shown below).



To print the data in this new window, click on the gray **Print** browser button that is on the top inside of the new window. (You can also use the print selection on the File Menu on the *inside* window.)

Saving Data

Excel Spreadsheet Format

With the Excel Spreadsheet report format selected, click on the gray button **Get Report** at the bottom of the screen.

The report returns to fill the screen and looks like that shown below.

The screenshot shows a Microsoft Internet Explorer window displaying an Excel spreadsheet report. The report title is 'Contracts and Amendments for Department of General Services - RESD'. The report date is 2/11/2003. The spreadsheet has columns for Sub Unit, Contract/Amendment, Registration #, Amendment Sequence #, Registration Entry date, Contract Type, and Contracting Method. The data is as follows:

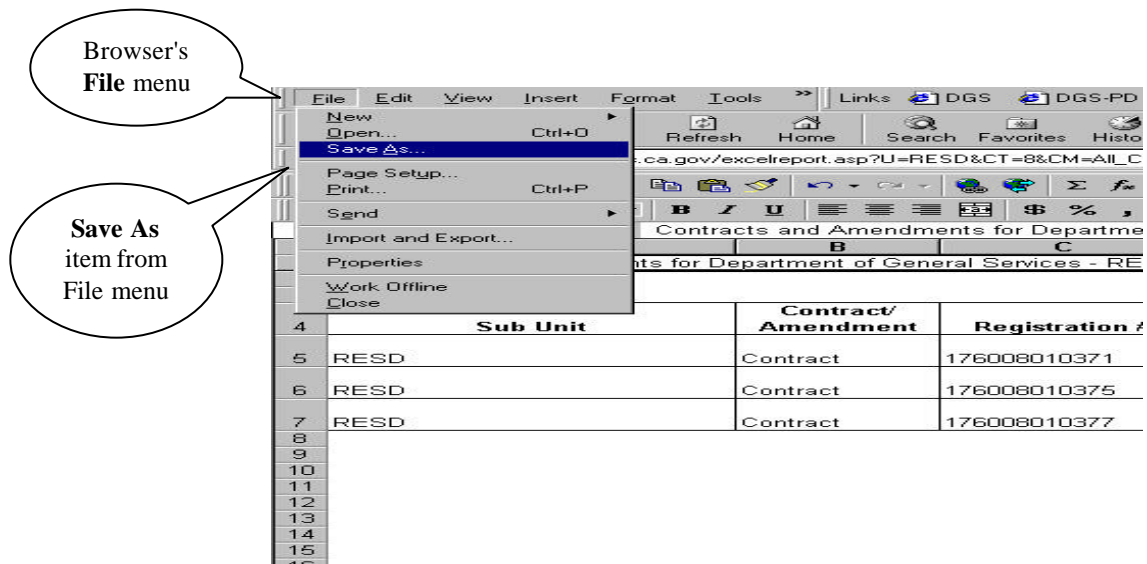
Sub Unit	Contract/Amendment	Registration #	Amendment Sequence #	Registration Entry date	Contract Type	Contracting Method
RESD	Contract	175008010371		1/7/03	A & E (Architectural & Engineering)	Competitive Bid (CB)
RESD	Contract	175008010375		1/7/03	A & E (Architectural & Engineering)	CB-Request for Qualifications (A&E)
RESD	Contract	175008010377		1/7/03	A & E (Architectural & Engineering)	Competitive Bid (CB)

This data can be saved in an Excel worksheet format onto your local computer or server. Notice that the top most area of the screen contains the Browser buttons and menus. Although the spreadsheet has the Excel buttons available to you based on your

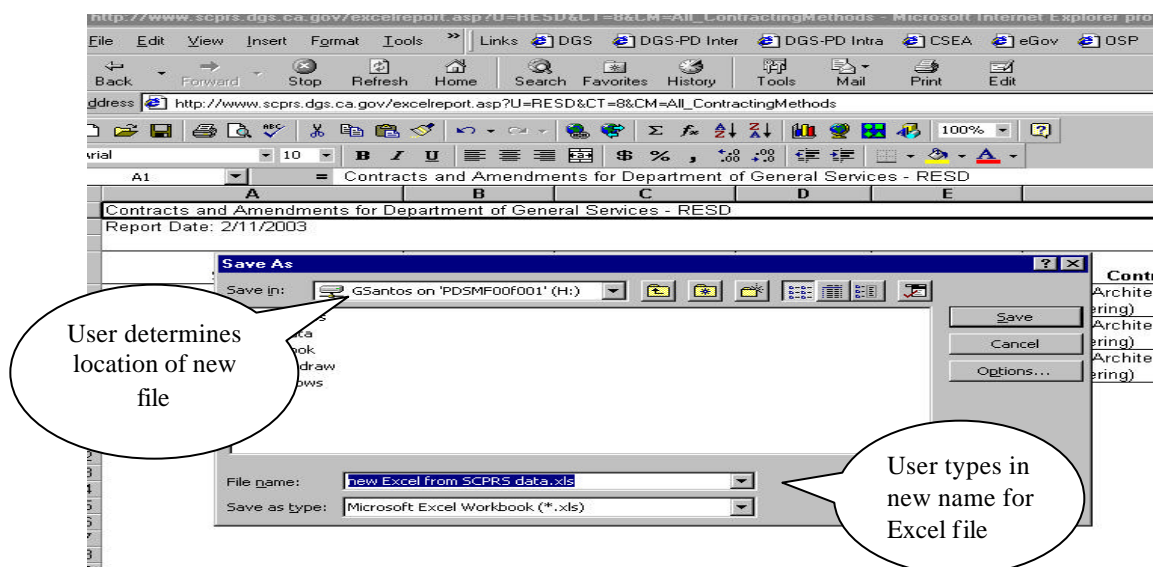
usual Excel settings (see below the Browser menus), **you need to use the Browser's buttons to save the data.**

Follow the screens below to save data in a new Excel file:

- **Get Report** - data appears in Excel format as seen above .
- Click on Browser's drop down menu called **File** .



- Click on the **Save As** item in the File menu.
 1. Be sure to identify the location where you want to file save to by using the 'Save in:' drop down box.
 2. From the 'Save as type:' drop down box, select the Excel version you want to save the data with.
 3. In the 'File name:' drop down box, type in a name for this new Excel file



- Click on the gray **Save** button in the **Save As** window. The data can be sorted, deleted or formatted in any manner with your own Excel software.

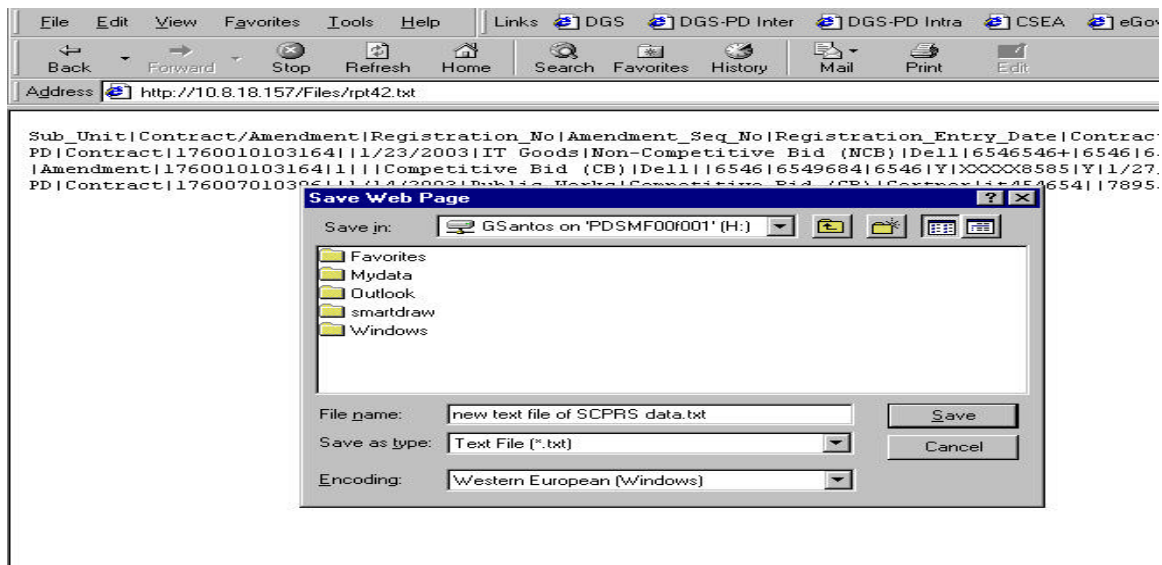
Note: After the file is saved, and before you can use Excel to open this new file, you must use the gray Back button on your browser while within the SCPRS program to close the SCPRS view of the Excel data. If you attempt to open this new file in Excel before it is closed in SCPRS, your computer will see two files with the same name: the one in SCPRS and the one you are trying to open in Excel. If you use the small 'X' in the top right corner to close the SCPRS Excel Spreadsheet view, you will be closing your internet browser and be logged out of SCPRS.

Text Report Format

The same basic steps as outlined above for excel spreadsheets can be used to save data in a text file.

Click on the gray button **Get Report**. The report returns to fill the screen and looks like those shown earlier in the Report Format section of this users manual.

When you click on the **Save As** item in the File menu, a new box will appear on the screen as seen below. The title of this box seen in the top dark blue bar is "Save Web Page".



The remaining steps are the same as saving any file. Select the location to save the file, type in a name for the file, select a format method (or in this case, a "Encoding" format and click on the gray **Save** button.

Please contact your departments computer support for additional assistance if needed.